

HS50-OWI-008

REVISION F

EFFECTCTIVE DATE: January 26, 2009

ORGANIZATIONAL WORK INSTRUCTION

HS50

FEDERAL LABOR RELATIONS PROGRAM

APPROVING
AUTHORITY

NAME

TITLE

ORG

DATE

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Manager

HS50

January 26, 2009

CHECK THE MASTER LIST—
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline	N/A	09/30/99	Baseline
Revision	A	07/12/00	Changed format and spelled out acronyms
		05/28/03	Document Review
		09/9/03	Document Review
Revision	B	10/29/04	Revised to bring this directive in compliance with the HQ Rules Review Action (CAITS 04-DA01-0387). In 9. RECORDS, changed NPG 1441.1 to read NPR 1441.1 and added specific information on destruction of Grievance Appeals files and Negotiated Agreements. Changed all “wills” to “shall” where appropriately needed.
Revision	C	03/01/05	OWI changed due to reorganization effective 12/12/04. Office title changed from “Human Resources Department” to “Employee Services and Operations Office” and organization code changed from “CD10” to “HS50.”
		03/10/06	Document Review
Revision	D	09/22/2006	Various clerical changes
Revision	E	09/20/2007	Various clerical changes
		07/17/2008	Document Review
Revision	F	01/26/2009	References to “Employee Services & Operations Office” deleted and replaced with: “Human Resources Services Office.”

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1. PURPOSE

This Organizational Work Instruction (OWI) establishes procedures and responsibilities for the Human Resources Services Office that relate to the Federal Labor Relations Program. The goal of the Labor Relations Program is to ensure that Marshall Space Flight Center (MSFC) managers do not violate either the negotiated agreements or the labor relations statute in their dealings with unions and bargaining unit employees. The Labor Relations Program also ensures that union concerns are dealt with appropriately by MSFC management.

2. APPLICABILITY

This OWI applies to the interaction of the Human Resources Services Office with MSFC employee unions. It also describes how labor relations guidance is provided to MSFC Managers and Supervisors by the Human Resources Services Office.

3. APPLICABLE DOCUMENTS

(All use is current revision unless there is overriding authority)

- a. Collective Bargaining Agreement Between MSFC and Marshall Engineers and Scientists Association (MESA), International Federation of Professional and Technical Engineers (IFPTE), Local 27
- b. Collective Bargaining Agreement Between MSFC and American Federation of Government Employees (AFGE), AFGE, Local 3434
- c. Chapter 71 of Title 5 of the U.S. Code
- d. NPR 1441.1 – NASA Records Retention Schedule

4. DEFINITIONS

Collective Bargaining Agreement – Negotiated agreement (contract) between MSFC and a union.

Conditions of Employment – Personnel policies and practices affecting working conditions.

FLRA – Federal Labor Relations Authority

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Grievance – Complaint related to conditions of employment or violations of a Collective Bargaining Agreement.

Unfair Labor Practice – Complaint related to violations of the Labor/Management Relations Statute (Chapter 71 of Title 5 of the U.S. Code).

Program Manager – Federal Labor Relations Program Manager, Employee Services and Operations Office, Marshall Space Flight Center.

5. INSTRUCTIONS

The guidelines established in the referenced “Applicable Documents” (above) shall be adhered to in all matters related to the Federal Labor Relations Program. The functions of the Federal Labor Relations Program shall be performed by the Program Manager.

Upon learning of problems or changes related to the conditions of employment for bargaining unit members, the Program Manager should investigate the situation and determine the appropriate course of action. The Program Manager shall advise managers on how to implement changes and how to respond to labor/management concerns in accordance with the law and union agreements.

When grievances or Unfair Labor Practices are filed by either unions or management, the Program Manager shall provide managers with advice on filing procedures, time-frames for responding to charges and appropriate responses. The Program Manager shall coordinate management responses to all union charges. Responses shall be coordinated with the unions, management, the Human Resources Services Office Manager, and the Office of Chief Council, as necessary.

The Program Manager shall negotiate both collective bargaining agreements and single-issue agreements with the unions as necessary.

6. NOTES

None

7. SAFETY PRECAUTIONS AND WARNING NOTES

None

8. APPENDICES, DATA, REPORTS, AND FORMS

None

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9. RECORDS

Record Type: Records of labor negotiations, grievances, petitions, and unfair labor practice charges, and correspondence with labor unions, Federal Labor Relations Authority (FLRA) and Federal Services Impasses Panel (FSIP).

Responsible Party: Program Manager

Location: Human Resources Services Office
Building 4200
Room 320

Records Retention Schedule: Records of Labor Relations activities shall be retained in accordance with the NASA Records Retention Schedules NPR 1441.1. Grievance appeals files shall be destroyed 5 years after the case is closed in accordance with NPR 1441.1 Schedule 3-22. Negotiated agreements may be destroyed 5 years after expiration of agreement in accordance with NPR 1441.1 Schedule 3-21.

10. TOOLS, EQUIPMENT, AND MATERIALS

None

11. PERSONNEL TRAINING AND CERTIFICATION

None

12. FLOW DIAGRAM

None